



Port of Illahee – Minutes of Regular Meeting on February 8th, 2023

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The Regular Port of Illahee meeting was held virtually through the ZOOM app (meeting id# 71509975823 / Password: Illahee). Notice of the virtual meeting was posted near the kiosk at the head of the pier and on the Port's website – portofillahee.com.

CALL TO ORDER

Commission Chairman James Aho called the meeting to order at 6:30 PM. Also, in attendance were Commissioner Jonathan Buesch; Commissioner Jeffrey Rupert; Administrator Caleb Reese; John Piccone; Roy Barton; Janet Soderberg and Debbie Smith

CONSENT AGENDA

The following consent agenda items were approved: February Meeting Agenda; January 11, 2023 Meeting Minutes; February 8, 2023 checks numbering 4984 through 4997 totaling \$6,332.96 as outlined in the attached Voucher Approval (motion by Buesch; second by Ruppert; unanimous).

SIGNING OF DOCUMENTS – Commissioners plan to stop by the Port of Silverdale office to sign documents tomorrow.

PUBLIC COMMENT – Roy Barton commented about the amount of money that the Port is paying CSD for writing the letter to the Corps, concerned that the Port will run out of money.

REPORTS/UNFINISHED BUSINESS

Grants/Waterfront Access Improvements – John Piccone gave an update on the project status as follows:

Corps Permitting for Waterfront Improvements (Docks and Pier only);

- Following another period of unresponsiveness from the Tribe the Port's attorney received an email stating that the project was going to be sent to the Tribes biologist, who would provide technical comments. This was completely different than the former correspondence suggesting a meeting could be scheduled; the attorney, Jim, and I all agreed that this was significant backtracking as we have already received biologist comments. As a courtesy, the Port's attorney forwarded the previously drafted letter to the Corps to the Tribe's attorney last week, letting them know it would be sent to the Corps within the next week. No additional replies came from the Tribe and the Port's attorney sent the letter to the Corps today asking the Corps to make a treaty rights determination. The letter is attached to this summary. I am continuing to stay in a "holding pattern" on any further design related to the docks until this issue is resolved to prevent the possibility of having to re-engineer something if Tribal concessions on design must be made.

Upland Waterfront Improvements;

Based on feedback at January's Commission meeting, we've completed the 95% plans for the upland portion of the waterfront improvement project. The plans have been submitted to Kitsap County for an SDAP permit to proceed with the upland work (outside of



Port of Illahee – Minutes of Regular Meeting on February 8th, 2023

Corps jurisdiction). As we saw during the County shoreline permitting process, Kitsap County has been taking a very long time to review some permits; it may become important once again for Commissioners to reach out at the political level to move the SDAP permit along at a reasonable pace to allow us to proceed to building permits and construction in 2023. I will of course continue to keep Jim informed on progress and if/when political pressure might make sense. Once we have all SDAP comments from the County resolved, we can finalize all details and prepare 100% bid plans and specs.

Pier Piling Repair;

The final RCO grant presentation will be on February 14th as previously emailed to all Commissioners. I did make a few minor revisions to the preliminary presentation based on RCO comments and the final presentation was uploaded to RCO today.

We have also received notice of decision from Kitsap County that the piling replacement project is shoreline permit exempt. We expect to have all permits for the piling replacement project by mid-February once the County finalizes the process. Aside from continuing to work on the grant, I am also in a “holding pattern” on final design and specifications for the piling replacement as I understood during the January meeting that the Port would like to proceed with piling replacement and dock improvement portions of the waterfront project at the same time.

We should have a good indication of grant funding success for the piling replacement grant application sometime in March.

Store Site Renovation:

In March I will work closely with Jim to prepare a preliminary basis of design for renovations as previously discussed. The intent of renovations is to develop the current building as a “mercantile”. The renovations will be primary infrastructure with the intent that tenant improvements would address secondary improvements once a tenant is identified. Jim and I will schedule a meeting with Kitsap County to confirm requirements and discuss the basis of design with County officials.

Following confirmation of County requirements and completion of PLIA work, we can proceed with any final design items necessary however, for this type of project the Port may wish to select a contractor to work with on a design/build type of basis. I can provide some suggested guidelines to how public agencies typically go about this when we are ready to decide how a contractor will be hired.

Upcoming Milestones and Action Items

Wait for the Corps to make a treaty rights determination. Theoretically, this should occur within 60 days (although I’ve never heard of any determination even close to that quickly). We will continue to check in and I will keep you all informed on status.

Inquire with Kitsap County on SDAP comment status if we have not had any word back by April.

Present final grant presentation on February 14, and obtain scoring as soon as available to determine likelihood of funding for pile replacement project.



Port of Illahee – Minutes of Regular Meeting on February 8th, 2023

The surveyor will begin work within the next month conducting a bathymetric and legal survey so he can prepare the necessary survey exhibit for DNR submittal. The current DNR lease is past term and we will need to renew the aquatic lease with expanded boundary to include the new docks. This will be required by RCO and I'd like to proceed with that in January.

Future meeting discussion regarding how to implement store renovations; options may include hiring a design/build contractor rather than an architect to prepare formal bidding documents. This may ultimately prove more efficient and cost effective.

Comments on John Piccone's report

Commissioner Aho had information on the PLIA cleanup at the store, they have done 4 wells need to do one more, need a driller. When they turn in invoices, he approves them. If the contamination goes under the road there are alternatives to digging up the road, PLIA is picking up the tab.

There were questions about the RCO presentation, it will be Tuesday the 14th at 11:25 AM link is available on the RCO website.

Commissioner Rupert questioned if a meeting with the county was a requirement, has never had to do that for any projects he's been involved with. John Piccone responded that the county doesn't require it but that if it is done early it helps to vet out the last-minute problems early in the process.

Janet Soderberg asked about the lease, John Piccone responded that the DNR Lease has expired, need a new official survey and to

reapply for the Lease. It has been expired for a couple years.

Treasurer's Report

As of January 31, 2023 the General Fund totaled \$98,802.56, Investments totaled \$280,076.24 and the balance of the Good Property Management (GPM) account totaled \$199.00 for a total of \$379,077.80.

Reports

Administrator Reese addressed the State Audit and will be working on this.

Properties-

5560 Oceanview Blvd- Tenants paying new rent rate

5500 Illahee Road— up to date with rent.

5507 Illahee Road—Downspout was torn loose, Commissioner Buesch reattached downspout and removed Ivy that was growing onto the west side of the building and on the bank, will need to keep pulling it off the wall.

Illahee Road Lot—nothing at this time.

Dock/Pier

Commissioner Rupert reported all lights are working, the light closest to shore is on 24/7 all the rest are working on the timers. Still has one light to swing back over the water.

There is a piece of railing that has disappeared and some decking that needs replaced.



Port of Illahee – Minutes of Regular Meeting on February 8th, 2023

Commissioner Rupert would like a couple stipends for all the extra work he has done on the lights. Commissioner Buesch said that it wasn't in the original motion but had given Commissioner Rupert direction to purchase so the they did need installed. Commissioner Aho stated that Commissioners aren't paid by the hour, but a stipend per resolution, for extra stipends it is supposed to be approved ahead of time by the commission, but that commissioner Rupert could ask at a meeting and it would have to be voted on by the commission.

North Perry Water – Administrator Reese has prepared a check, it's in the voucher approval and will be sent to North Perry Water to Abandon the meter that feeds irrigation by the dock.

Commissioner Rupert reported that Mr. Gifford from VFW Post 239 had replaced the tattered flag and that he has a spare for when this one needs replaced. Commissioner Aho said there are 2 more flags in the garage if needed.

New Business

Resolution 2023-2- Policy for Public Records Act (PRA) Requests

Commissioner Aho explained that there was a 2016 or 2017 interim policy but that a permanent policy needs to be put in place, he read the draft policy that he had started. Commissioner Buesch responded that it sounds good as it put the onus on the requester, but does it meet the PRA?

Roy Barton thought it looked good but questioned that if everything is on the website is there a backup? Commissioner Aho will look into that and check with Word press. Roy then

asked that since the Port is agency of the county could there be a .gov website so it would be backed up on their servers? Commissioner Aho said the Port could if we pay the money for .gov.

Roy Barton also asked if all of John Piccone's emails are on the website, Commissioner Aho responded that yes, you can see his report in the agenda packet. Will see the letter to the tribe in the future.

Public Comment

Roy Barton- prior to Jeff Rupert John was commissioner, used contractors is Malmberg or Tikar in the System. Are they not doing it at all? Commissioner Rupert mentioned doing things above and beyond.

ADJOURN

At 7:55 PM the meeting adjourned (motion Buesch; second Rupert; all in favor).

Approved:

Commissioner

Commissioner

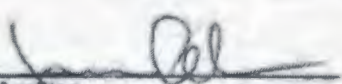
Commissioner




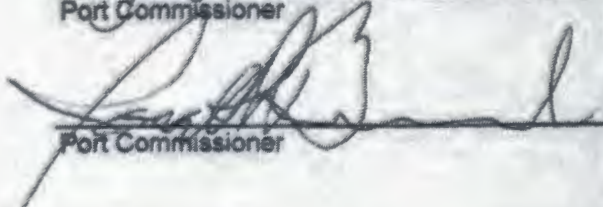
Port of Illahee – Minutes of Regular Meeting on February 8th, 2023

VOUCHER APPROVAL

We, the undersigned Board of Commissioners of the Port of Illahee, Kitsap County, Washington, do hereby certify that the merchandise and/or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of \$6,332.96 and from the General Fund, this 8th day of February 2023


Port Auditor


Port Commissioner


Port Commissioner

Number	Name	Amount
4984	JONATHAN BUESCH	256.00
4985	JAMES AHO	256.00
4986	JEFFREY S. RUPERT	256.00
4987	PORT OF SILVERDALE	675.00
4988	BANK OF AMERICA	15.96
4989	CASCADE NATURAL GAS	5.00
4990	CHMELIK SITKIN & DAVIS	3,858.00
4991	HONEY BUCKET	125.50
4992	NORTH PERRY AVENUE WATER DISTRICT	0.00
4993	PUGET SOUND ENERGY	262.69
4994	WASHINGTON PUBLIC PORTS ASSOCIATION	300.00
4995	WASTE MANAGEMENT	106.37
4996	NORTH PERRY AVENUE WATER DISTRICT	116.44
4997	NORTH PERRY AVENUE WATER DISTRICT	100.00